

WASHINGTON COUNTY

Class Description & Specifications

Class Title:	Deputy Treasurer	Index: Code:	1630
Division	Administration	Effective Date:	2/01
Department:	Treasurer	Last Revised:	7/01

GENERAL PURPOSE

Performs a variety of advanced accounting and clerical tasks as needed to expedite the mailing, collecting, receipting, balancing and depositing of real property tax revenues; collects, balances, prepares receipts and deposits all revenues from all sources into the various county funds managed by the County Auditor; receipts, balances and prepares deposits for all personal property taxes and vehicle taxes from the County Assessor; provides continuous phone and personal service to all customers and phone calls on a daily basis.

SUPERVISION RECEIVED

Works under the guidance of the Deputy Treasurer Supervisor or the County Treasurer when necessary.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Collects all tax revenues over the counter and through the mail; receipts are prepared and entered into the computer, verifying that the owners name, address, amount and type of tax being paid are correct; balances collection reports before posting to the collection master files and general ledger accounting system; all tax revenues receipted are counted collectively and a bank deposit is prepared; cash drawer is counted on a daily basis.

Collects all county revenues from various sources throughout the county; balances cash and checks; prepares a receipt that is the detail for the Clerk/Auditors general ledger accounting system; prepares central cashing reports to assist in the counting and balancing of the funds collected; prepares bank deposit, verifying cash and checks on the reports balance to actual cash and checks in deposit; posts the reports to the ledger after each deposit; provides the Clerk/Auditor with a detail report.

Responds to public questions over the counter or on the telephone; provides information related to tax amounts and charges, segregation of properties, mailing addresses of property owners, acreage, market and taxable values, B. O. E. procedures, current and delinquent tax status, property tax sale laws and procedures, tax redemption process; receives and processes all changes of mailing addresses from taxpayers; verifies ownership and legal description through property management system; assists in the preparation and mailing of all real property tax notices, delinquent billings and prepayment coupons.

Redeems all county, payroll and Treasurers checks issued; runs and balances monthly redeemed reports before posting them to the general ledger detail; runs the warrants outstanding reports each month for the reconciliation of the bank statements. May be required to prepare a monthly bank statement from daily activity information.

May assist in the researching, processing, balancing of all real personal and vehicle property taxes to be refunded that have been approved by the Commissioners.

Assist the Deputy Treasurer with microfilming needs. Assist with request for research prepare certification document.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

1. Graduation from an accredited high school with course background in accounting or business management; two (2) years of specialized training in accounting provided through professional classes or college courses;

Or

2. Five years of progressively responsible work experience performing the above related duties;

Or

3. An equivalent combination of education and experience

2. Required Knowledge, Skills and Abilities:

Must be responsible for large sums of cash on a daily basis; must have extensive **knowledge** of modern computer applications i.e. Microsoft office products; must have the **skills** to understand all aspects of the counties computer system to research and correct errors during input and posting.

Ability to operate a variety of office equipment such as a personal computer, calculator, typewriter and a form folding and sealing machine; must have the **skills** to perform technical mathematical functions quickly and accurately; the **skill** to communicate effectively, verbally and in writing; read and understand county legal documents; the **ability** to develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively in a typical office environment.

3. Special Qualifications

Must possess the **ability** to be patient and efficient with customers and coworkers during extremely stressful working conditions; must be able to make important decisions when necessary; must be able to meet and keep deadlines; must be bondable; **ability** to type and operate a calculator by touch; must be able to write legibly.

4. Work Environment

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed is required to perform calculator and keyboard operations. Common eye, hand, finger, leg and foot dexterity exists. Mental application utilizes memory for details, verbal and written instructions, emotional stability, logical and discriminating thinking; extensive creative problem solving.